



HOW TO DO BUSINESS WITH THE U.S. AIR FORCE

Demonstrate your capabilities.

Ask a Small Business Professional what to include in a capability package (e.g., brochures, pamphlets or other materials). Give a product demonstration or presentation, if requested.

Keep information fresh.

Keep the Small Business Professional informed about changes in your business. Follow up. Ask about new or projected requirements.

You must be registered.

The Small Business Administration or a Small Business Professional can help you through this process.

Registration in the **System For Award Management (SAM)** is mandatory. To register, visit <https://www.sam.gov> or call **1-866-606-8220**.

Contractor And Government Entity (CAGE) codes are necessary for all businesses. Your CAGE Code will be given when you register with SAM at 1-866-606-8220 or at www.dlis.dla.mil/cage_welcome.asp.

Dun & Bradstreet (D&B) numbers are required. Get your DUNS number at fedgov.dnb.com/webform or **1-866-705-5711**.

The government identifies your product or service with a six-digit code called the **North American Industry Classification System (NAICS)** and a four-digit Federal Supply Class or Service (FSC/SCV). Information is available at www.census.gov/epcd/www/naics.html and www.dispositionsservices.dla.mil/asset/fsclist.html.

Online Representations and Certifications Application (ORCA) is an e-Government initiative that was designed by the Integrated Acquisition Environment to replace the paper-based Representations and Certifications (Reps and Certs) process. To apply, visit <https://www.sam.gov>.

Wide Area Work Flow (WAWF) is a paperless contracting DoD-wide application designed to support the goal of moving to a paperless acquisition process. The secure Web-based system brings invoicing, receipt and acceptance together in a virtual folder. For more information, visit <https://wawf.eb.mil/>.

HELPFUL WEBSITES & RESOURCES

Air Force Office of Small Business Programs
www.AirForceSmallBiz.org

Federal Business Opportunities
www.fbo.gov

Procurement Technical Assistance Centers
www.dla.mil/smallbusiness/pages/ptap.aspx

Federal Acquisition Regulations
www.acquisition.gov/far

DoD Office of Small Business Programs
www.acq.osd.mil/sadbu

DoD Business Opportunities
www.dodbusopps.com

General Services Administration
www.gsa.gov

Small Business Development Centers
www.asbdc-us.org

Small Business Administration
www.sba.gov

Size Standards
www.sba.gov/size

Air Force Contracting
www.AirForceSmallBiz.org

DoD Procurement Page
www.acq.osd.mil/dpap

AIR FORCE SMALL BUSINESS PROGRAMS



How is your Product or Service typically purchased?

Is it done locally or in large quantities for distribution throughout the Air Force?

- ➡ If purchased locally, marketing to the Air Force Small Business Specialist and local contracting offices is necessary. When marketing to the Small Business Specialist, first call and make an appointment to meet with them.
- ➡ If purchased for the entire Air Force, you need to find any and all solicitations for that product or service by going to www.fbo.gov. This website is the single posting site for all federal procurements over \$25,000.
- ➡ In the case of both local and Air Force-wide purchases, it is your responsibility to demonstrate to potential customers that you are a capable supplier. It is likely you will be competing with other firms.

Find out What the Air Force Buys



For information on what Air Force Major Commands buy visit us at www.airforcesmallbiz.org/knowledgebase

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<http://www.linkedin.com/company/airforcesmallbiz>



<http://www.twitter.com/afsmallbiz>

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